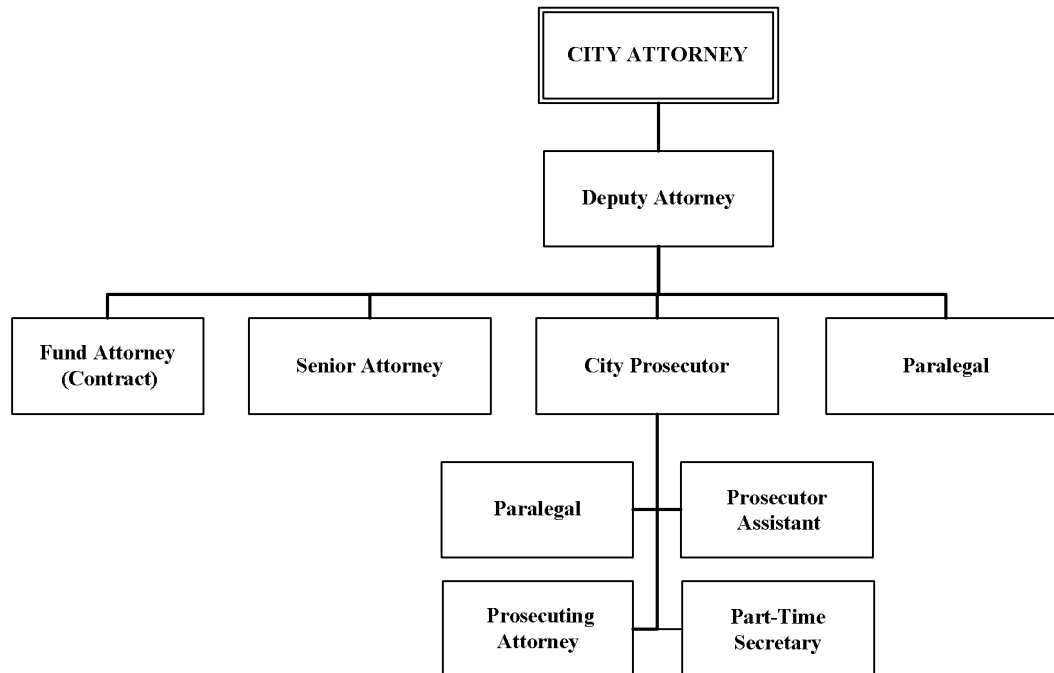


Department Organization

City Attorney



Department Description

The City Attorney is the chief legal officer of the city and is responsible for the proper administration of its legal affairs. He, or his designated assistants, have the following functions and duties:

- (1) Prosecute all charges of violation of municipal ordinances and regulations in the courts or administrative tribunals and prosecute and defend, or supervise the prosecution and defense, of all actions and appeals involving the city in all courts and before all boards, commissions, and administrative agencies.
- (2) Attend all Council meetings, unless specifically excused therefrom.
- (3) Furnish legal advice, counsel, and assistance to the Mayor, Council, and all other city officers, boards, commissions, and agencies in relation to their duties and the business of the city.
- (4) Control and direct all legal services performed by special counsel for the city, who may be retained from time to time to assist the City Attorney in providing legal services for the city; provided, however, that the City Attorney shall not be responsible in any way for counsel who (a) has not been specifically retained by the City Attorney; (b) is not paid from funds controlled by the City Attorney; and (c) is not under the actual direction of the City Attorney's office.
- (5) Assume direction of assistants and the employees of the office, subject to the limitations and requirements of the budget, appropriations, and applicable statute and ordinances.
- (6) Prepare or review all proposed ordinances and resolutions presented to the Mayor or City Council.
- (7) Approve the form of all contracts entered into by the municipality.
- (8) Prepare the necessary affidavits and verification on behalf of the city in any and all proceedings.

Department Mission

It is the objective of the City Attorney's office to serve Sandy City through the practice of law according to the highest professional standards.

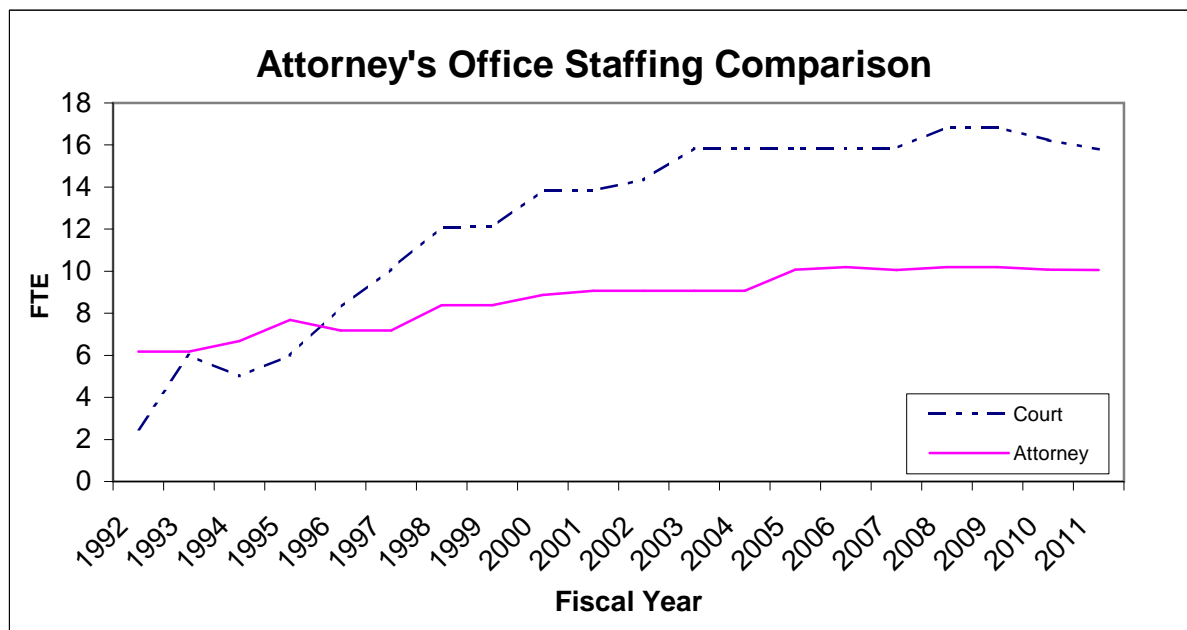
- Decrease liability exposure through increase emphasis on early risk avoidance.
- Reduce costs through increased office efficiencies.
- Encourage better coordination of City and RDA review processes.
- Streamline legal forms and processes for emergencies.
- Update ordinances to reflect evolving court rulings, legislation, and administrative needs.

Five-year Accomplishments

- Increased coordination between prosecution and grant and community services.
- Helped reduce legal claims thorough coordination between legal and risk management services.
- Established regular coordination with other municipal law offices in the Valley.
- Encouraged broader compliance with laws requiring quid pro quo for public expenditures
- Maintained rate of staff growth below court expansion levels.
- Reduced reliance on outside prosecution services.
- Coordinated computerized information systems with courts and police.
- Relocated the prosecution office to the justice center.
- Provided legal support for school district transition.

Performance Measures & Analysis

Expansion of justice court staff and programs increase demands on prosecution staff. Future court growth will require equivalent expansion of prosecution staff.



Significant Budget Issues

- 1 Senior Attorney** - A Contract Attorney position was converted to a Senior Attorney position.
- 2 Senior Prosecutor** - An employee was promoted from an Assistant City Attorney / Prosecutor to a Senior Prosecutor.
- 3 Seasonal FTE's** - Based on a review of seasonal FTE's, FTE counts are being adjusted to more accurately reflect current staffing.

Budget Information**City Attorney**

Department 14	2007 Actual	2008 Actual	2009 Actual	2010 Estimated	2011 Approved
Financing Sources:					
General Taxes & Revenue	\$ 1,025,967	\$ 1,083,975	\$ 1,111,390	\$ 1,010,399	\$ 1,065,972
Administrative Charges					
31411 Redevelopment Agency	-	1,579	3,122	1,413	1,119
31412 Water	70,959	47,373	48,298	62,035	53,897
31413 Waste Collection	735	-	1,877	-	-
31415 Information Services	-	1,030	1,022	6,575	8,388
31416 Storm Water	12,916	17,974	17,897	18,340	13,601
31417 Alta Canyon Sports Center	706	1,201	681	726	1,975
31418 Golf	625	329	320	396	436
31419 Sandy Arts Guild	93	-	73	-	96
314110 Recreation	362	567	157	-	713
314111 Risk Management	19,442	20,144	12,744	20,015	15,858
Total Financing Sources	\$ 1,131,805	\$ 1,174,172	\$ 1,197,581	\$ 1,119,899	\$ 1,162,055
Financing Uses:					
411111 Regular Pay	\$ 783,656	\$ 813,418	\$ 816,552	\$ 775,475	\$ 802,851
411113 Vacation Accrual	1,677	6,692	4,856	-	-
411121 Seasonal Pay	12,840	9,641	9,189	11,180	11,180
411131 Overtime/Gap	89	-	-	-	-
411211 Variable Benefits	166,030	172,710	172,408	165,730	167,397
411213 Fixed Benefits	71,254	73,441	78,235	84,144	88,656
411214 Retiree Health Benefit	6,683	3,588	9,130	9,264	10,644
41131 Vehicle Allowance	10,685	10,713	11,191	11,148	11,148
41132 Mileage Reimbursement	510	573	389	600	800
41135 Phone Allowance	480	482	482	480	480
4121 Books, Sub. & Memberships	13,483	6,155	11,320	4,500	4,500
41231 Travel	7,704	7,394	8,550	1,754	1,754
41232 Meetings	2,680	2,794	154	900	900
41234 Education	-	841	155	20	20
41235 Training	962	794	1,203	590	590
412400 Office Supplies	7,468	6,908	24,817	6,400	6,400
412420 Postage	-	-	5	-	-
412440 Computer Supplies	-	1,517	388	582	582
412511 Equipment O & M	620	72	-	688	688
412611 Telephone	4,208	4,520	4,576	6,893	7,320
41331 Litigation/Legal Services	14	1,050	313	253	253
41332 Prosecution Services	921	370	250	132	132
41379 Professional Services	660	2,952	3,822	1,000	1,000
414111 IS Charges	36,816	40,573	39,596	38,166	44,760
4174 Equipment	2,365	6,974	-	-	-
Total Financing Uses	\$ 1,131,805	\$ 1,174,172	\$ 1,197,581	\$ 1,119,899	\$ 1,162,055

Budget Information (cont.)

City Attorney

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2009	FY 2010	FY 2011
Appointed - Category 1:					
City Attorney	\$ 3,320.80	\$ 5,230.30	1.00	1.00	1.00
Deputy City Attorney*	\$ 2,913.60	\$ 4,588.90	1.00	1.00	1.00
Appointed - Category 2:					
City Prosecutor*	\$ 2,582.40	\$ 4,067.30	1.00	1.00	1.00
Appointed - Category 3:					
Contract Attorney	\$ 34.69	\$ 54.64	1.00	1.00	0.00
Regular:					
Senior Attorney	\$ 2,405.60	\$ 3,788.80	1.00	1.00	2.00
Senior Prosecutor	\$ 2,240.00	\$ 3,528.00	0.00	0.00	1.00
Assistant City Attorney / Prosecutor	\$ 2,086.40	\$ 3,286.10	1.00	1.00	0.00
Paralegal	\$ 1,345.60	\$ 2,119.30	2.00	2.00	2.00
Prosecutor Assistant	\$ 1,168.80	\$ 1,840.90	1.00	1.00	1.00
Part-time:					
Secretary	\$ 11.80	\$ 18.59	0.80	0.80	0.80
Seasonal:			0.40	0.28	0.25
Prosecutor Assistant	\$ 15.93	\$ 25.49			
Law Clerk	\$ 9.43	\$ 15.08			
Office Aid	\$ 7.25	\$ 11.60			
Total FTEs			10.20	10.08	10.05

*Current incumbent has Regular Employee status. Upon attrition, new hire will have Appointed status.

